



CHALLENGING

挑戰

EXTENDED DAY HANDBOOK 課後班手冊
2010-2011

中美國際學校

**CHINESE AMERICAN
INTERNATIONAL SCHOOL**

• **Introduction**

Welcome to the Chinese American International School Extended Day Program for the 2010-2011 school year!

The Extended Day Program is designed to meet the needs of parents and their children. Parents are provided with a safe, nurturing environment for their children, and students are offered the opportunity to work on homework assignments and to participate in both structured and non-structured activities.

Enrichment Classes: 3:00-5:00p.m. Monday through Friday

Students may choose from a variety of fun classes through out the school year designed to encourage excitement in learning about different cultures and arts.

**The Enrichment Class catalog will be available
two weeks prior to the start of classes.**

General

• **Curbside Pick-Up System for Oak Street Campus**

This innovative service allows lower school and middle school parents to pick up their children without having to find a parking spot or searching the school for the Extended Day room.

1. Parents must pre-register for this pick-up service by completing the registration form attached to this packet.
2. There are three times available for this service: 3:00 p.m. (free of charge), 3:30 p.m., or 4:00 p.m.
3. The Extended Day Staff or a classroom teacher will bring the children to the Hickory Street curb and supervise them as parents pick-up their children. (There is a five-minute grace period, after which any remaining students will be brought back inside.)

• **Sibling Pick-Up**

If you have a child in 1st-5th grade who should go home at 3:30 p.m. with a Pre-K, K or Middle School student, please indicate your request on the registration form at the end of this handbook. Simply write the name of the child going home at 3:30 p.m. on the form in section 4 of page 7, and an Extended Day staff member will bring your child to the curb. **Please note: You must register for this service, even though it is free of charge.**

• **General Pick-Up Procedure**

Students in Pre-K must be picked up and signed out from their classroom or the Extended Day room. There is no curbside pick up for Pre-K students. Kindergarten through 5th grade students may sign up for curbside pick-up service.

At the end of each school day, students who are signed up for Extended Day will be brought directly to the Extended Day classroom. All other students will be brought to Hickory Street for pick-up (3:00 - 3:15 p.m.). Any students left at that time will be taken to the “Short Day” Study Hall and be charged the “Short Day” rate. If they are not picked up by 3:30 p.m., the charge is the daily rate.

CAIS Extended Day Program Services

The following is a general schedule for Pre-K through 8th grade students.

Waller Street Pre-K Campus

	7:30-8:45 a.m.	3:15-3:30 p.m.	3:30-4:30 p.m.	4:30-5:45 p.m.	5:45-6:00 p.m.
Pre-K	Morning Care	Dismissal	Story, Snack and Recess	Indoor and Outdoor	Clean up
			Enrichment classes begin	Activities	

Oak Street Campus

	7:30-8:00 a.m.	8:00-8:30 a.m.	3:30-4:00 p.m.	4:00-4:30 p.m.	4:30-5:45 p.m.	5:45-6:00 p.m.
K	MPR1 Indoor Morning Care	Hickory Yard Outdoor Morning Care	Story and Snack Room182	Outdoor Activities Hickory Yard Recess	Indoor Activities Room 182	Clean up

	7:30-8:00 a.m.	3:00-4:00 p.m.	4:00-5:00 p.m.	5:00-5:45 p.m.	5:45-6:00 p.m.
1st	Morning Care Hickory Yard	Study Hall	Outdoor/Indoor Activities Hickory Yard/MPR2	Indoor Activities MPR2	Clean up MPR2

	7:30-8:00 a.m.	3:00-4:00 p.m.	4:00-5:00 p.m.	5:00-5:45 p.m.	5:45-6:00 p.m.
2nd	Morning Care Hickory Yard	Study Hall	Outdoor/Indoor Activities Hickory Yard/MPR2	Indoor Activities MPR2	Clean up MPR2

	7:30-8:00 a.m.	3:00-4:00 p.m.	4:00-5:00 p.m.	5:00-5:45 p.m.	5:45-6:00 p.m.
3rd	Morning Care Hickory Yard	Study Hall	Outdoor/Indoor Activities Hickory Yard/MPR2	Indoor Activities MPR2	Clean up MPR2

	7:30-8:00 a.m.	3:00-4:00 p.m.	4:00-5:00 p.m.	5:00-5:45 p.m.	5:45-6:00 p.m.
4th	Morning Care Hickory Yard	Study Hall	Outdoor/Indoor Activities Hickory Yard/MPR2	Indoor Activities MPR2	Clean up MPR2

	7:30-8:00 a.m.	3:00-4:00 p.m.	4:00-5:00 p.m.	5:00-5:45 p.m.	5:45-6:00 p.m.
5th	Morning Care Hickory Yard	Study Hall	Outdoor/Indoor Activities Hickory Yard/MPR2	Indoor Activities MPR2	Clean up MPR2

	7:30-8:00 a.m.	3:30-4:30 p.m.	4:30-5:00 p.m.	5:00-5:45 p.m.	5:45-6:00 p.m.
6th-8th	Morning Care Hickory Yard	Study Hall	Outdoor/Indoor Activities Hickory Yard/MPR2	Indoor Activities MPR2	Clean up MPR2

Please note the following changes to previous handbook:

- Chinese Teachers will only speak Chinese during Extended Day.
- English Teachers will only speak English during Extended Day.
- Students in 4th-8th grades who are registered for prepaid full day care may have Study Hall extended in a **Study Hall Only** location until 5:00 p.m. if homework or studying is not complete.
- Students in 5th-8th grade who are registered for either Short or Full Day care will be allowed to use the 3rd floor library supervised by staff between the hours of 3:30-5:00 p.m. if homework is complete. Due to limited capacity, it is the sole discretion of the Extended Day Staff member which students are allowed to use the library.

Lower School/Kindergarten

Study Hall

The Extended Day program offers a formalized Study Hall from 3:00-4:00 p.m. for 1st-5th grades, Monday-Thursday. English and Chinese help is available. During Study Hall, students have the opportunity to work on their homework for that evening. Although there are teachers available to answer questions about Chinese and English homework, students are encouraged to develop independent study skills. Extended study hall hours will be offered from 4:00-4:30 p.m. for students in 4th through 8th grades if their homework is not completed by 4:00 p.m. Tutoring is available to students who require additional assistance.

Study Hall Rules

1. Students must bring all homework materials and a recreational reading book to Study Hall.
2. Students will sit at assigned tables.
3. There will be absolute silence in Study Hall.
4. Students will raise their hands for teacher help/attention.
5. Students will remain in their seats until given permission to leave.
6. A student's failure to comply with any of these rules will result in a behavior slip being sent home for a parent's signature.
7. Repeated violation of these rules will result in a meeting with the student's parents and temporary suspension from the Extended Day Programs without a refund.

Activities/Recess Rules

1. Students will respect the staff and other students in the program.
2. Students will be quiet and listen when they are being given instructions.
3. No fighting. If there is a dispute, students should bring it to the attention of the Extended Day staff.
4. Games and crafts are to be shared. Students are not to exclude anyone from playing.
5. Students may not leave the area unless given permission by the Extended Day staff.

Parent Involvement

Parents are encouraged to help make the pick-up process as smooth as possible. Please help by not disturbing other students. Parents should not be working alongside their children in Study Hall. If parents wish to work with their children, they should seek out one of the two school libraries. Parents should hold their conversations with other parents outside of Study Hall.

Accountability

It is very important to the Extended Day staff that all students are accounted for each day. If your child is participating in any activity that requires them to leave the Extended Day supervision (not including Enrichment Classes), such as a school team, tutoring, Girl/Boy Scouts, or something similar, please inform the Extended Day Office so that we may make a note of it.

Middle School

Middle School Study Hall

The Middle School Study Hall gives students a chance to work on their homework. Students going home will go to Hickory St. for pick-up. If they have self-transport, they will leave campus on their own. Any student that is on campus at 3:45 p.m. will be automatically signed into Study Hall. Students attending the Extended Day Program will then be escorted to the Middle School Study Hall. If students are working with a teacher after school, they must first check in with the Study Hall supervisor.

Unsupervised Middle School Students

Students are not allowed to “hang out” unsupervised on or near the school campus. This includes Hickory Street yard, Hickory Street sidewalk, and the school library. Any students not picked up by 3:45 p.m. will be sent to the Middle School Study Hall and they will be billed for that day’s Extended Day usage. Any students who are found unsupervised on campus will also be sent to the Middle School Study Hall. Students who are repeatedly found in unsupervised areas will be asked to have a conference with the Extended Day Director, his/her parents, and the Head of School. It is very important that the Extended Day Staff knows the whereabouts of all CAIS students. Any student on campus after the regular school day is the responsibility of the Extended Day Staff.

Special Programs, Sports Teams, Classes

If a student is participating in a special after-school program such as tutoring, playing on a sports team, attending enrichment classes, or helping a teacher after school, that student must check in with the Middle School Extended Day Supervisor so that the Extended Day Program will know his/her whereabouts. There is no additional Extended Day charge for students who participate in these programs, but they must be accounted for.

Self Transport

Middle School students, with permission from their parents, are allowed to leave campus by themselves at the end of the school day. When the school day ends, they are allowed a reasonable amount of time to gather their books, tend to school business, and leave the campus. All middle school students who are still on campus after 3:45 p.m. will be signed into Study Hall.

Once a student leaves the campus, they are not allowed to return. For example, students are not allowed to leave campus, go to Walgreens to purchase a snack and return to campus. Students who abuse this rule will be referred to the Director of Extended Day, then to the Head of School.

Hours and Fees

Morning	7:30 a.m. - 8:45 p.m.	Free of Charge
Afternoon	3:00 p.m. - 6:00 p.m.	Please see rates below

Monthly Full Day (includes Study Hall) \$275 pre-paid

A month of Extended Day, Monday through Friday, 3:00-6:00 p.m. is \$275. Since most months have approximately 20 days, that's up to 60 hours of Extended Day at \$4.58 per hour. The months of August and June are free to all students signed up for this rate program prior to the start of school.

Study Hall for Lower and Middle School \$175 pre-paid

The study hall portion of the day is the first hour immediately following the student's dismissal time. Each study hall is staffed by both a Chinese and English Teacher that can assist with homework questions. Students who are picked up after the first hour are charged a late fee of \$20.

Monthly Short Day for Pre-K (Waller Street Campus) \$175 pre-paid

This rate is for Pre-K students who use only the first hour of care after school. Students who are picked up after the first hour are charged a late fee of \$20.

Monthly Full Day for Pre-K (Waller Street Campus) \$275 pre-paid

A month of Extended Day, Monday through Friday, 3:00-6:00 p.m. is \$275.

Drop-In \$30/\$20 per day

To register please leave a message that your child will be using Extended Day for any particular day. These daily rates are for families who only need to use Extended Day once or twice a week or a few times each month. A \$30 fee allows a family to leave their child in Extended Day until 6:00 p.m. A \$20 fee allows a family to leave their child in Extended Day for one hour after school.

Sibling Pick-Up (must be pre-registered) Free

Remember, if your child is only in Extended Day because he/she is waiting for a Middle School, Pre-K, or Kindergarten sibling to finish school, you should sign up for Sibling Pick-Up. Your child will be brought to Extended Day and will participate in Study Hall until 3:20 p.m. At 3:20 p.m. they will be brought out to Hickory Street for curbside pick-up. Any child remaining in sibling pick-up after 3:20 p.m. will be charged accordingly.

Important!

Our rates operate on a pre-pay basis. A Monthly Plan must be purchased before the beginning of the month for which it is used. The deadline to sign up for a Monthly Plan is the 23rd of the prior month. This deadline is set in order to process all checks and organize a list of the Monthly Plan students. The Daily Rate and the Short Day rate will be billed as they are used, but it is recommended that parents pay for these services in advance to avoid late fees and unexpected bills.

Additional Information

Leftover Hours/Balances

Monthly, weekly, or daily rates are nonrefundable and any unused hours will be forfeited (For example: If you buy the Monthly Plan and only use 10 days that month, the 10 unused days do not carry over to the next month).

Overtime Fees

\$20 plus \$2 every minute

The Extended Day Program ends exactly at 6:00 p.m. The initial overtime fee is \$20. An additional fee of \$2 is added for each minute after 6:00 p.m. (Example: Pick-up at 6:06 p.m. = \$32)

Late Fees

\$100

Any Extended Day bills that are left unpaid longer than one billing period will be assessed a late fee of \$100.

Extended Day during Parent-Teacher Conference and Vacation

Extended Day will be provided during parent-teacher Conference and vacation with a minimum number of students. Fees and information to be announced.

Address

Please send checks to:

Chinese American International School
Attention: Business Office
150 Oak Street
San Francisco, CA 94102

Please write: “Extended Day” and the name of your child in the Memo section of your check. If you are buying the Monthly Plan or the Weekly Plan, please also indicate this on your check.

Registration Instructions

Please complete and sign page 7, titled “Extended Day Registration.” By filling out page 7 you acknowledge that you have read this handbook and are familiar with the policies of the Extended Day Program. Once it is submitted, the Extended Day Staff has the information needed to ensure that your child gets to where he/she needs to go at the end of each school day. Please submit a registration form to the front desk before the first day of school for each of your children. Please note, students who require “sibling pick-up” must also have a registration form on file.

**Questions may be directed to Kevin Lee, Director of Auxiliary Programs,
at (415) 865-6010 or k_lee@cais.org.**

Extended Day Registration

(Every student MUST fill out and RETURN this form to the CAIS front desk before the first day of school)

Student's Name: _____ Grade/Class: _____

Please check all the appropriate choices:

- My child will use Extended Day regularly. Please make sure he/she is brought to Extended Day Monday through Friday.
- My child will not use Extended Day regularly. Please make sure he/she is brought to Hickory Street for pick-up.
- My child will use Extended Day periodically. I will call the Extended Day Office when it is necessary.
- My child has a sibling who is dismissed at 3:30 p.m. Please include him/her with Sibling Pick-Up. **Sibling's Name:** _____
- I would like to sign up for Curbside Pick-Up at (please circle one):
 - Option #1 3:00 p.m. (no charge) _____
 - Option #2 3:30 p.m. (no charge for sibling pick-up only)
 - Option #3 4:00 p.m.
- I would like to sign up for one of the special rate plans (please circle one):

Monthly Full Day Rate \$275 Monthly Short Day Rate \$175 (Study Hall only)
- My middle school child has my permission for "Self Transport" (please see pg. 4)

Parent's Name	Parent's Signature	Date
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By filling out this page you acknowledge that you have read this handbook and are familiar with the policies of the Extended Day Program.

**If there are any changes in your child's schedule feel free to contact:
Kevin Lee, Director of Auxiliary Programs at (415) 865-6010.**

CAIS AUXILIARY PROGRAM SURVEY

Please take a moment to answer the following questions.

1. Do you plan to use extended care services this year? Yes / No
Why or Why not? _____

2. How do you feel about the current Extended Day Handbook?

3. How would you rate your child's past experiences with Extended Day
1 2 3 4 5 6 7 8 9 10
Worst Best
Why _____



ONE COMMUNITY

大家庭

Main Campus
150 Oak Street
San Francisco, CA 94102

Pre-Kindergarten Campus
42/52 Waller Street
San Francisco, CA 94102